

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED NOVEMBER 2019  
RANGE: SALARY SCHEDULE #90  
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT  
CODE: 2, 6, 8**

**CHIEF INFORMATION SYSTEMS OFFICER  
SELF INSURED SCHOOLS OF CALIFORNIA (SISC)**

**DEFINITION**

Under the general direction of the Chief Executive Officer or designee, this position is responsible for providing leadership for the full development, implementation and refinement of technology applications for Self Insured Schools of California (SISC). In addition, the SISC CISO will supervise and manage technical staff, in the ongoing maintenance and development of the SISC proprietary software and data warehouse solutions.

**EXAMPLES OF DUTIES**

The CISO works cooperatively with the SISC administrative staff to include administrative and finance, workers compensation, property & liability and health benefits, private sector service providers, professional organizations and other groups in order to pursue the objectives of SISC;

manage and oversee the daily operations of SISC technology services which includes the direct supervision of software developers and analysts, SISC III technology support staff as assigned and other employees as assigned;

provide leadership in the development, maintenance and use of the newest version of the HEAR, HEAR 2.0, and SISC Connect software/data solutions, and any future software and data solutions utilized by SISC including access to and utilization of Internet, Intranet, Cloud Services and other systems;

take the lead in exploring and implementing for business operations and continuity, expertise, and programs developed by and for SISC;

coordinate the implementation of field work related to Technology, including working with staff, private and public consultants, and outside insurance affiliates to best serve the needs of staff and clients of SISC;

when appropriate and necessary, recommend to the Chief Executive Officer advanced products and services related to the betterment of technology services for staff and clients;

design and maintain operating platforms for SISC programs as approved by the Chief Executive Officer of SISC;

coordinate professional services, system analyses and design, project management, client support, and communications necessary to further develop technology operations for SISC;

responsible for Technology and Network operations for all programs operated by SISC III;

act as the SISC Health Insurance Portability and Accountability Act (**HIPAA**) compliance officer;

maintain appropriate measures of cyber security around all of SISC electronic/digital data utilized to carry out daily operations;

maintain a cooperative collaborative relationship with KCSOS Division of Technology Services for technology services related to SISC to best leverage resources for both divisions;

document all SISC technology protocols as needed to operate current and on-going technology operations for SISC in case of unforeseen prolonged absence of the SISC CISO;

approve all equipment and software purchases for all programs operated by SISC;

and other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

the use of technology as it relates to workers compensation, property & liability and health and welfare insurance programs operated by SISC;

complex management information services, database systems and complex computer network systems;

current versions of Linux, Novel and Microsoft Operating Systems;

current trends, innovations and practices in Technology.

### **Ability to:**

have the proven ability to express himself or herself effectively in public, in conference and in written materials;

demonstrate ability to delegate and hold accountable those responsible for carrying out the policies and procedures of Technology Services;

conceptualize the potential of Information Technology;

work harmoniously with SISC staff in the creation and maintenance of the application software and data warehouse as it relates to supporting the technology needs of SISC;

perform proven interpersonal, group facilitation and technical skills consistent with the goals and objectives of SISC;

plan and organize the work of assigned staff;

and perform duties and responsibilities with a high degree of professional integrity.

### **Experience:**

Ten (10) years of experience in Project Management, IT Management, Programming, Network Management and Engineering required.

Eight (8) years of increasingly responsible experience in a supervisory capacity required.

### **Education:**

Bachelor's Degree required.

Conditions of employment:

This position is designated as one which may be required to file a Statement of Economic Interests (FPPC Form 700) pursuant to the Political Reform Act, California Government Code section 81000 and following.

Refer to the Conflict of Interest Policy and Conflict of Interest Code for the Kern County Board of Education and Kern County Superintendent of Schools for further details.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: rn

11/12/19

G:\Chief Information Systems Officer – SISC.doc